



Age-Friendly Committee – Terms of Reference

Municipal District of St. Stephen, New Brunswick

Background

In 2012, the government of New Brunswick launched the Age-Friendly Community (AFC) Recognition Program. This initiative was designed to offer enhanced support and encouragement to communities across the province, to help them achieve official Age-Friendly Community status.

Purpose

The Municipal District of St. Stephen is dedicated to becoming an age-friendly community. By focusing on the health, well-being, and quality of life of older adults, St. Stephen aims to foster a positive environment that benefits all residents and contributes to the overall well-being of the community.

Objectives

The Age-Friendly Committee aims to advance the Municipal District of St. Stephen's commitment to becoming an age-friendly community. To achieve this, the Committee pursues the following objectives:

Leadership and Strategic Direction

The Committee provides leadership and guidance in adopting and implementing age-friendly principles that support older adults and enrich community life for all residents.

Community Engagement

The Committee ensures extensive community involvement by engaging older adults, vulnerable groups, service providers, and other relevant stakeholders, fostering a collaborative and inclusive environment.

Assessment, Action Planning, and Evaluation

The Committee coordinates the necessary assessments, develops action plans, and conducts evaluations required to achieve recognition as an age-friendly community.

Progress Monitoring and Strategy Adjustment

The Committee monitors progress on age-friendly initiatives and adjusts strategies as needed to ensure continuous improvement and alignment with community goals.

Liaison with Provincial Representatives

The Committee maintains communication with provincial representatives and is responsible for submitting required documentation to support the Municipal District's recognition as an age-friendly community.

Scope of Work

Community Age-Friendliness Assessment

The Committee will carry out a comprehensive assessment to determine the community's level of age-friendliness. This process involves gathering data and input from residents, service providers, and relevant stakeholders to identify strengths and areas for improvement.

Development, Evaluation, and Monitoring of the Action Plan

The Committee will develop an Age-Friendly Community Action Plan based on assessment findings. The plan will be regularly evaluated and monitored to ensure its effectiveness and to track progress towards achieving age-friendly objectives.

Community Consultations and Engagement

Supporting community consultations and engagement activities is a key responsibility. The Committee will facilitate opportunities for older adults and other groups to participate, ensuring their voices are included in planning and decision-making.

Evaluation of Implementation Efforts and Outcomes

The Committee will evaluate the implementation of age-friendly initiatives and measure their outcomes. This includes reviewing the effectiveness of strategies and identifying areas that require adjustment or improvement.

Preparation of Final Submission for Recognition

The Committee will compile and prepare the necessary documentation for the final submission to obtain recognition as an age-friendly community. This includes ensuring that all requirements are met and supporting materials are complete.

Promotion of Age-Friendly Practices

Throughout the process, the Committee will actively promote age-friendly practices across the community. This involves raising awareness, encouraging participation, and fostering a culture that supports older adults and enhances community well-being.

Committee Members

To ensure broad and meaningful representation, the Committee is encouraged to seek input from and reserve seats for a diverse range of members. This inclusive approach strengthens the

Committee's ability to address the needs of the entire community, especially older adults and those who may be more vulnerable.

- Citizens with older adults' representation: Including older adults ensures the perspectives and experiences of seniors are directly reflected in the Committee's work.
- Most vulnerable citizens: Engaging those who are most vulnerable helps address barriers and challenges faced by individuals who may be at greater risk of exclusion.
- Municipal representative: A municipal representative provides a direct link to local government, supporting alignment with municipal policies and resources.
- Health and social services: Representation from health and social services ensures that the Committee benefits from expertise in supporting well-being and access to essential services.
- Non-profit and community organizations: Including non-profit and community organizations provides valuable insight into local needs and opportunities for collaboration.
- Indigenous representation: Indigenous members bring unique perspectives and knowledge, ensuring the Committee's work is inclusive and culturally responsive.
- Business community: Involvement from the business community fosters connections to local enterprises and supports age-friendly economic development.

Roles and Responsibilities

Chairperson/s

The Chairperson(s) oversee meetings, ensuring they run smoothly and efficiently. They coordinate tasks among committee members and act as the official representative of the committee in external matters.

Members

Committee members are responsible for attending meetings regularly, actively participating in discussions, and taking the lead on specific tasks or initiatives as required. Additionally, they serve as liaisons between the committee and their respective sectors or communities, helping to ensure effective communication and collaboration.

Secretary

The Secretary is responsible for recording meeting minutes and keeping track of decisions and actions taken by the committee.

Stakeholders

Stakeholders are invited to attend meetings when they are available and to participate in discussions. However, they abstain from voting on committee matters.

Decision-Making Process

Decision-Making

The committee aims to make decisions through consensus whenever possible, ensuring that all members have the opportunity to contribute to discussions and reach agreement collaboratively. In situations where consensus cannot be achieved, decisions will be made by a vote. A simple majority of the members present at the meeting will determine the outcome.

Meetings

Committee meetings will take place on a quarterly basis, or more frequently when the project phase requires additional coordination. This approach ensures the committee can address critical tasks and respond to evolving needs throughout the project.

When specific tasks arise, working groups or sub-committees may be established to focus on those assignments. These smaller groups allow for more detailed attention and efficient completion of targeted objectives.

For meetings to proceed and decisions to be made, a quorum must be present. The quorum is defined as 50% plus one of active committee members, ensuring broad participation and representation in all official proceedings.

Term of Membership

Members of the Age-Friendly Community committee are asked to commit to a term of two years. Following the completion of their term, members may be considered for reappointment. The possibility of serving additional terms is determined at the discretion of the Committee Chair or the governing body overseeing the committee.

Reporting and Accountability

The Committee is responsible for reporting on the progress of its Action Plans to both the municipal council and Age-Friendly Active Communities New Brunswick. These reports provide insight into the activities undertaken by the Committee and demonstrate accountability for advancing age-friendly initiatives within the community.

In addition to formal reporting, the Committee also delivers periodic updates to ensure that the community and stakeholders remain informed about ongoing developments. These updates foster transparency and encourage continued engagement from all parties involved.

Committee Membership

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Theresa Comeau – Co-Chair theresacomeau@hotmail.com

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